



U.S. Customs and  
Border Protection

(b) (7)(E)

APR 24 2012

MEMORANDUM FOR: All Chief Patrol Agents  
All Division Chiefs (b) (7)(E)

FROM: Michael J. Fisher  
Chief  
U.S. Border Patrol

SUBJECT: Use of the (b) (7)(E) Juvenile Detention Module

The U.S. Border Patrol is required to maintain a detention log for Unaccompanied Alien Children (UAC). The UAC detention log capability created in (b) (7)(E) has existed for several years now; however it is not being utilized consistently. This capability, known as the (b) (7)(E) Juvenile Detention Module, was recently upgraded to streamline the process and reduce the amount of time spent documenting our compliance with existing policies. Effective immediately, all Chief Patrol Agents will ensure that the updated (b) (7)(E) Juvenile Detention Module is used to the fullest extent to capture the required UAC information. The (b) (7)(E) Juvenile Detention Module shall be updated at least twice per shift – or more often, if necessary.

All fields in the (b) (7)(E) Juvenile Detention Module must be complete and accurate to ensure compliance with policy and the law regarding the care and custody of UAC. Especially important are the action fields: *Booked Out of USBP Custody*, *Notified Consulate*, *Notified FOJC<sup>1</sup>*, *Meals Served*, and *Medical Conditions*. However, if a given field is not applicable to an individual, it should indicate that it is not applicable. No data field should be left blank.

Absent exigent circumstances, supervisors will ensure that all UAC are identified quickly, separated from unrelated adults wherever practical, and given priority for processing, especially those younger than 14 years old. Supervisors also will ensure that all the required notifications are made, especially the request for placement.

Compliance with this directive allows the timely and accurate issuance of reports regarding the number of UAC in U.S. Border Patrol custody, the number pending placement with the Department of Health and Human Services Office of Refugee Resettlement (ORR), and the number of UAC who have been in custody for more than 72 hours.

Each Chief Patrol Agent (CPA) is required to respond to this memorandum indicating that all supervisory personnel within your respective sectors have received a copy of this memorandum. The memo must include a sector point-of-contact for UAC issues to coordinate with Headquarters staff.

Staff may direct questions to the Strategic Planning, Policy and Analysis Division's Associate Chief (b) (7)(E) of the Policy Branch, and Associate Chief (b) (7)(E) of the Enforcement Systems Branch (b) (7)(E).